

U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES
INDIAN HEALTH SERVICE
PHOENIX AREA

QUARTERS ASSIGNMENT AND ACCEPTANCE AGREEMENT

AGENCY/BUREAU Indian Health Service		INSTALLATION NAME
INSTALLATION NUMBER	STATE	COUNTY
NAME OF OCCUPANT		SOCIAL SECURITY NUMBER

EMPLOYEE STATUS <input type="checkbox"/> COMMISSIONED CORPS(RANK: _____) <input type="checkbox"/> CIVIL SERVICE (GRADE: _____) <input type="checkbox"/> Other _____		
CONTRACTOR'S EMPLOYEE <input type="checkbox"/> YES <input type="checkbox"/> NO	LOCAL HIRE <input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> Permanent <input type="checkbox"/> Temporary <input type="checkbox"/> Term

DEPENDENT DATA

SPOUSE'S NAME _____	EMPLOYEE STATUS <input type="checkbox"/> Government Employee <input type="checkbox"/> Civil Service <input type="checkbox"/> Commissioned Corps <input type="checkbox"/> Other
TOTAL NUMBER OF CHILDREN Number .. Female _____ Number .. Male _____	OTHER DEPENDENT (NUMBER _____) Relationship _____

QUARTERS DATA

BUILDING NUMBER	QUARTERS NO.	NET SQUARE FEET	NO. BEDROOMS
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RENTAL DATA

BASE MONTHLY RATE ...	ELECTRICITY ...	FUEL	GARBAGE
ADJUSTMENTS	WATER	SEWER ...	FURNISHING ...
ADJUSTED BASE RATE \$ -	GAS	OTHER ...	TOTAL UTILITIES \$ -
		TOTAL BI-WEEKLY RENTAL RATE	TOTAL MONTHLY RENTAL RATE

GENERAL TERMS AND CONDITIONS

The _____ (hereinafter called the "agency") hereby assigns to _____ (hereinafter called the "occupant") government quarters described above. Rent shall be _____ per month, as indicated above. If the occupant is an agency employee, rent shall be payable through salary deductions in accordance with Section 5911(c), Title 5, U.S. Code. If the occupant is not an agency employee, rent shall be payable to _____ by cash collection.

The rent shall be subject to automatic period adjustments between rental surveys in accordance with the IHS Quarters Management Manual and OMB Circular A-45, utilizing the Department of Labor Rent Series of the Consumer Price Index as the annual rent multiplier. The occupant will be notified in writing at least 30 days in advance of the rent adjustment which shall become effective the first full pay period in March of each year. A new Quarters Assignment and Acceptance Agreement (IHS-6070A) will be required whenever rates are revised pursuant to a rental survey.

Occupancy of the subject quarters shall begin on _____. If the occupant is an agency employee, occupancy shall end upon the expiration of the occupant's employment at this location, unless previously terminated at the option of either party upon 30-days written notice. If the occupant is not an agency employee, occupancy shall end on _____ unless previously terminated at the option of either party upon 30-day written notice.

The occupant:

1. agrees to keep premises in a clean, sightly, and safe condition, and upon vacating , to leave the quarters in a clean and orderly condition.
2. agrees to assist and cooperate with the agency in the care and maintenance of the premises and to promptly notify the housing officer of any damage or need for repairs to the premises.
3. agrees to make no repairs , alternations, improvements or additions to the premises unless authorized in advance and in writing by the agency head or his/her delegated official. All alternations, improvements or additions so authorized and made shall become and remain the property of the United States.
4. agrees to repair at his/her expense, any damaged to the premises resulting from the neglect of the occupant and beyond reasonable wear and tear. These repair may be made by the agency, at its option, and the costs will be reimbursed by the occupant through a cash payment or payroll deduction.
5. agrees to that no business will be conducted on the premises unless authorized in advance and in writing by the agency head or his/her delegated official.
6. agrees to maintain the premises as a private residence for himself/herself and his/her legal dependents. The occupant agrees to neither sublet any part or portion of the premises to any person, nor allow any person or persons to reside on the premises without the prior written consent and approval of the delegated official.
7. agrees to conduct himself/herself and assure that his/her family and guests conduct themselves in such a manner as not to interfere with agency operations at the installation.
8. agrees to permit the agency head, or his/her delegated official, to enter the premises in order to inspect, make repairs, or take such other action as may be reasonable or necessary. The agency shall give notice of intent to enter the premises as it deems reasonable and practical under the circumstances.
9. agrees to pay normal rent for quarters during temporary periods of absence. The occupant is responsible for rent, furnishing, and utility charges until such time as the unit is completely vacated and cleaned. Charges will continue until a IHS Quarters Termination Record (IHS-6070B) and Quarters Deficiency, Checklist (IHS 6068-1) have been executed, signed, and any discrepancies resolved. The occupant must received the above quarters clearance service prior to release from service and final payment of salary.

This agreement is subject also to any additional Terms and Conditions applicable to the installation and its quarters as set forth on exhibit(s) _____ and _____, attached hereto and made a part thereof.

DATE	AGENCY
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I certify that I accept the Terms Condition stated in this Quarters Assignment and Acceptance Agreement and that I have participated in the pre-occupancy inspection of the quarters.

DATE	OCCUPANT
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DISTRIBUTION: Copy 1- Employee/ Occupant Copy 2 - Installation Manager Copy 3 - DFO/OEHE/OPH/IHS